

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT II -
Texas Correctional Industries

SALARY GROUP: B15

DEPARTMENT: Manufacturing and Logistics Division -Texas Correctional Industries

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 05/09/2016

POSITION #: 024399

I. JOB SUMMARY

Performs routine accounting work. Work involves maintaining, preparing, posting, and balancing accounting and financial statements, records, documents, and reports. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides technical assistance to offender staff in handling accounting, purchasing, and financial transactions; functions as a consultant on accounting matters to administrative, supervisory, and technical staff; and assists agency administrators in applying financial data to the resolution of administrative and operating problems.
 - B. Prepares and monitors offenders in the preparation of financial reports, cost data, budget items, vouchers, and related paperwork; and audits accounting and control records for accuracy and conformance to established standards and procedures to include information submitted by agency factories.
 - C. Researches reconciliation discrepancies and reports findings; and recommends improvements, adaptations, and revisions to the accounting system and accompanying procedures.
 - D. Trains and monitors the work of offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning accounting, accounting clerical, auditing, bookkeeping, or purchasing experience.
3. Two years full-time, wage-earning computer operations experience.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill in the electronic transmission of communications.
12. Skill to analyze, consolidate, and interpret financial data.
13. Skill to research and resolve discrepancies and inquiries.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to train and monitor offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.